

Rhode Island Renewable Energy Fund

Groundrules

Advisory Board:

Membership

1. Each member organization of the Advisory Board will designate a lead representative, and, at their discretion, an alternate or alternates.
2. Only the lead representative, or the alternate in the case of the representative's absence, will participate in formal decision-making.
3. The Open Sessions of the Advisory Board meetings are public meetings open to anyone interested in attending.
4. Advisory Board members can participate in all discussions and voting members only of the Advisory Board can participate in all deliberations. Other members of the public who are not from an Advisory Board member organization will also be given a chance to express their opinions and make suggestions at appropriate junctures, as determined by the Advisory Board and the SEO.

Members' Roles and Responsibilities

5. Advisory Board members will make every attempt to attend all Advisory Board meetings, to be on-time, and to review all documents disseminated prior to the meeting. Members who can not make a meeting should let the SEO know prior to the meeting (by voice or e-mail).
6. Advisory Board members will be expected to participate in good faith in discussions including being truthful and communicative. Members also agree to act respectfully toward each other.
7. It is the responsibility of the Advisory Board members to keep their organizations and constituencies up to speed on developments and issues concerning the Fund.
8. Advisory Board members will not speak on behalf of the Fund or the Advisory Board without the SEO's or the Advisory Board's permission.

9. Advisory Board members may confer with each other and with the SEO in between meetings.

Decisionmaking

10. The goal of the process will be to provide guidance to the SEO regarding substantive issues regarding the Rhode Island Renewable Energy Fund. Advisory Board members are responsible for voicing their objections and concerns.
11. One-third of the Advisory Board Members (5 members) shall constitute a quorum for voting purposes. A majority of those present and voting (3 in the case of the minimum or quorum) is required to carry a vote.
12. In cases where an Advisory Board Member clearly has a conflict of interest (e.g., a vote for the Members constituent organization to receive direct grant funding), the Member will recuse himself or herself from voting on the matter.

Subcommittees:

Membership

13. Members of the Advisory Board are asked to serve on subcommittees. Subcommittee membership is subject to approval by the SEO.

Members' Roles and Responsibilities

14. Subcommittee members will make every attempt to attend all subcommittee meetings, to be on time, and to review all documents disseminated prior to the meeting. Members who cannot make a meeting should let the chair know prior to the meeting (by voice or e-mail).
15. Subcommittee members will be expected to participate in good faith in discussions including being truthful and communicative. Members also agree to act respectfully toward each other.
16. Subcommittee members will not speak on behalf of the subcommittee or its members without the subcommittees' permission.

17. Subcommittee members may confer with each other and with the SEO in between meetings.

Decisionmaking

18. The goal of the subcommittees is to analyze options with the assistance of the Technical Consultants and SEO in a collaborative fashion, and prepare recommendations for the Advisory Board's consideration.
19. Each subcommittee's recommendations to the Advisory Board will include all areas of consensus, and a description of the alternative options or approaches preferred by subcommittee members in areas where consensus was not reached, if any. Consensus shall mean that everyone is at least willing to live with a decision and chooses not to dissent. Representatives are responsible for voicing their objections and concerns, and silence will be considered consent.

SEO's and Consultant's Roles and Responsibilities

20. SEO will facilitate all meetings of the Advisory Board.
21. The SEO will draft all agendas and meeting summaries and distribute to Advisory Board Members in a timely fashion. All documents will be distributed via email.
22. All memos, documents, and reports shall be prepared in a timely manner and for distribution by the SEO prior to meetings.